

# Notice of Appearance

- STEP 1.** Click on **Bankruptcy** or **Adversary** on the ECF Main Menu Bar.
- STEP 2.** Click on **Notice** for a Bankruptcy Case or **Notices/Miscellaneous** for an Adversary Proceeding.
- STEP 3.** The **Case Number** screen displays.
- ☐ Insert the case number using the YY-NNNNN format for a Bankruptcy Case or YY-NNNN format for an Adversary Proceeding.
  - ☐ Click **Next**.
- STEP 4.** Select **Notice of Appearance** from the event list.
- ☐ Click **Next**.
- STEP 5.** If the party you represent is already a party to the case, continue with **STEP 6**. If the party you represent is not a party to the case, click on **Add/Create New Party**.
- ☐ A **Search for a party** screen displays.
  - ☐ Enter the name of the party in the **Last/Business name** field. Refer to the **Style Guide** for accepted abbreviations for non-individuals (e.g. FMCC for Ford Motor Credit Company, TMCC for Toyota Motor Credit Company, GMAC for General Motors Acceptance Corp).
  - ☐ Click **Search**.
  - ☐ If your party is currently in our database a list of parties with the name you entered will display. If your party is not listed, and you see **Party search results** and **No person found**, click on **“Create New Party”**. The name will appear in the Last name field. Do not enter an address for the party, as they are represented by you. Proceed to the **Role** field and select **Creditor** as the Role type.
  - ☐ If your party **is** in our database, and a list comes up, click on each party name to locate the party **with no address and/or county showing as part of the party name** when viewing the dialogue box that appears as each entity is highlighted.
  - ☐ If party is listed without an address (name must be exact, and in line with the Style Guide requirements for entry of names), click **Select name from list**.

- ☐ Click on the **Role** drop-down list and select **Creditor** as the Role type.
- ☐ Click **Submit**.
- STEP 6.** Select party filer.
  - ☐ Verify that your party is the one highlighted.
  - ☐ Click **Next**.
- STEP 7.** If you have not previously filed a pleading in this case on behalf of the party you represent a screen displays with the following message: *The following attorney/party associations do not exist for this case. Please check which associations should be created for this case:*
  - ☐ Check the box (click on it so a check-mark appears in the box).
  - ☐ Click **Next**.
- STEP 8.** A case verification screen displays, with the following message: *Do not use this event if you are filing a Special Notice Request. Use the text-only Special Notice Request in the Miscellaneous category.*
  - ☐ Click **Next**.
- STEP 9.** The PDF attachment screen displays.
  - ☐ Click **Browse** to select appropriate PDF to attach.
  - ☐ Click **Next**.
- STEP 10.** A case verification screen displays.
  - ☐ Click **Next**.
- STEP 11.** The **Docket Text: Final Text** screen displays.
  - ☐ Confirm the docket text is correct.
  - ☐ Click **Next**.
- STEP 12.** The **Notice of Electronic Filing** screen displays.